

HOME Pre-Monitoring Preparation for <i>Rental Program</i>			
Name of Participating Jurisdiction (PJ):			
Name(s) of Reviewer(s)		Date Completed	

1.

Are there written marketing or informational materials about the program for developers, property owners or private lenders? If yes, obtain copies.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviewer Notes:		

2.

What method does the PJ use to solicit applications (e.g., Request for Proposals, open application process)?
Reviewer Notes:

3.

Does the PJ directly administer rental program or use a subrecipient for this purpose? If a subrecipient is used, obtain a copy of the HOME written agreement for this activity.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviewer Notes: 		

4.

What definition of income is being used for the tenants residing in units assisted under the rental program? Obtain the HUD income limits for the years being monitored. [24 CFR 92.203(b)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviewer Notes: 		

5.

What property types are eligible for, or generally funded with, HOME assistance (e.g., large multifamily, medium multifamily, 1-4 units, scattered site single-family)? (This information may be obtained from the annual Action Plan, IDIS reports, or other sources.)
Reviewer Notes:

6.

Does the PJ's rental program consist primarily of rehabilitation or new construction?

Reviewer Notes:

7.

Is a standard HOME assistance package (e.g., interest rate, term of loan) provided to all successful applicants, or do the form and terms of assistance vary by project?

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Yes

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No

Reviewer Notes:

8.

Does the PJ permit HOME funds to be used for refinancing of existing debt? If yes, review the refinancing guidelines in its annual Action Plan. [24 CFR 92.206(b)(2) and 24 CFR 91.220(g)(2)(iii), 24 CFR 91.320(g)(2)(iii) or 24 CFR 91.420]

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Yes

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No

Reviewer Notes:

9.

<p>Does the PJ have a procedures manual that covers:</p> <ul style="list-style-type: none">a) rents;b) income targeting;c) property standards;d) subsidy layering;e) long-term affordability;f) other Federal requirements? <p>If yes, obtain a copy.</p>	<table border="1"><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Yes</td><td>No</td></tr></table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>				
Yes	No				
<p>Reviewer Notes:</p>					

10.

<p>How does the PJ communicate detailed information on HOME requirements to project owners? Obtain any information provided to owners, including written agreements.</p>
<p>Reviewer Notes:</p>

11.

Who services the HOME loans? If servicing is contracted out, obtain a copy of the contract.

Reviewer Notes: